

Cleveland Township Planning Commission

Cleveland Township Hall, Leelanau County, Michigan

Draft Regular Minutes, April 6, 2022

1. **Call to Order:** Chair Manikas called the regular meeting to order at 7:00 PM
Roll Call: Vice Chair Kim Hayes, Secretary Paul Stowe, Board Rep Todd Nowak, and Commissioner Travis Stein.
2. **Consideration of the Agenda:** Accepted as presented.
3. **Public Comment:** None
4. **Pronouncement of any Conflict of Interest:** None declared
5. **Consideration of March 2, 2022 Regular Planning Commission Minutes:** Members reviewed the minutes. **MOTION BY STOWE AND SECOND BY STEIN TO ACCEPT THE MINUTES AS PRESENTED. Motion passed 4-0.**
6. **Report by Vice Chair:**
 - a. Vice Chair Hayes attended Annual Meeting of Cleveland Township Board.
 1. No information brought to board about Sugar Loaf.
 2. Update brought about Cedar Fire & Rescue, including their annual report and the items that they still need (staffing, training needs).
 3. Salary Increases for board.
 - b. Meeting house price for Leelanau County is now at \$600,000. Very alarming to Vice Chair Hayes and wanted to pass that on.
7. **Reports and Correspondence by Members:** None
8. **Report by Zoning Administrator:**
 - a. Thank you to Nello Valentine III for your service from the Cleveland Township Planning Commission.
 - b. Welcome to Scott Sheehan as the new Zoning Administrator from the Cleveland Township Planning Commission.
 - c. March 2022 Monthly Report – Zoning Administration Nello Valentine III
 1. 5 Land Use Permits issued – garage and additions to single family home, (2) additions to single family homes, greenhouse for agricultural use and new single family home. (This is the only time this number of permits has occurred in the two years that Nello Valentine III was Zoning Administrator.)

2. The rest of March was divided between training Scott Sheehan and the Kissinger project. Zoning Administration Scott Sheehan took over starting April 1, 2022.

d. **Site Plan Review – Kissinger Parcel – 5822 S Hlavka Hills Dr, Maple City**

1. John and Emma Kissinger
2. Vacant 10 acre parcel
3. Planning a single family home with a detached garage, approximately a mile from Lime Lake and ¼ mile from Hlavka Rd.
4. The property triggers Section 4.26 the Viewshed Ordinance.
5. Under 4.16 Site Plan Review, the Planning Commission can either require a full site plan review or waive the site plan review, since this project is considered a minor project. It is considered a minor project because the structure is less than 10,000 square feet of structure and the house with the garage are less than 2,000 square feet. Also, the property is 10 acres or less. Documentation is included with the Land Use Permit application.
6. Section 4.26 Applicability:
 - i. As stated in the email, this will be preserved. Most of the parcel is covered in mature trees except for up on top where there is an opening and that is where the home will be placed. No mature trees will be removed there. Full grown ever greens also form a backdrop to the home.
 - ii. Home will not be placed downgrade, it will be placed on top. It will be covered because there are trees all the way around.
 - iii. The grading will be dug into the side where the site slopes down into where the trees are. That is why it is only 19'6" in height. It is only a two story house.
 - iv. The whole open area is surrounded by trees. There are no trees to the north but that is not a public vantage point.
 - v. Home will not exceed 35'.
 - vi. Even with a paved driveway they will be under 1% on the 10 acre lot.
7. Almost the entire driveway already exists. It was an old farm road; it gives access to other parcels. There will be some tree trimming for the fire department. The new section will be in the open area and power will be under ground.
8. Zoning Administrator Valentine III feels comfortable waiving the full review. He also recommends attaching the ordinance 4.26 to the permit if granted just in case future questions come up.
9. Secretary Stowe asked is there another orientation or location for the home. Zoning Administration Valentine III stated that other locations available would require more tree removal and other angles would be more noticeable.
- 10. MOTION BY NOWAK AND SECOND BY STEIN TO WAVE FULL SITE PLAN REVIEW FOR A LAND USE PERMIT FOR THE KISSINGER PARCEL AT 5822 S**

HLAVKA HILLS DR, MAPLE CITY AS RELEVANT TO SECTION 4.16 AND SECTION 4.26(1-7). Motion passed 4-0.

9. Continuing Business:

a. Master Plan review, community survey construction:

1. Andi To-do's
 - i. Email Angie Diotte for list of property owners.
 - ii. Get with Tanelle about ordering cards.
 - iii. Contact web person at county when contact information is received from Todd.
 - iv. Deadline to mail out May 1, 2022.

b. Master Plan Agriculture, Objective 1 Action Step 2:

1. Vice Chair Hayes contacted Rob Herman and asked how many parcels in the AG district were over 10 acres. There are 200 parcels.
2. Clarification that defining piece of this ordinance is that there has to be a working farm established on the parcel.
3. **MOTION BY STOWE AND SECOND BY STEIN TO SEND PROPOSED SECTION 9.11 AGRICULTURAL TOURISM ORDINANCE V. 6 TO THE LEELANAU COUNTY PLANNING COMMISSION AND CLEVELAND TOWNSHIP BOARD. Motion passed 4-0.**

10. Public Comment: None

11. MOTION TO ADJOURN BY NOWAK AND SECOND BY STEIN. Motion passed 4-0.

Adjournment at 7:44 PM.